

Richmond Road School
Board of Trustees Meeting Minutes – 16 February 2009

1. OPENING:

Present: Ewen Mackenzie-Bowie (Chairperson) Tina Barclay (Secretary), Jo Okesene, Dan Salmon, Shelley Ruha, Stephanie Anich (Principal), Nerra Lealiifano (Staff Trustee), Heather Rewiri (Deputy Principal), Anna Tierney (parent)

- a) **Apologies:** Katerina Solomona
- b) **Quorum:** Met
- c) **Ratification of the agenda:** Ratified
- d) **Declarations of interest:** None
- e) **Approval of previous minutes:**

Motion 1e: That the minutes of the last meeting of the BOT on the 15th December 2008 be adopted as true and correct record of the meeting.

Moved: Stephanie Anich **Seconded:** Tina Barclay **Carried:** unanimously

The main points raised were

- Updated action point for Theft and Fraud Prevention Policy draft in point 4 of the minutes be added to the action points at the end of the minutes

f) Matters arising from previous minutes (not otherwise on the agenda):

The main points raised were

- Film festival insurance - form has been received and will only be for expenses incurred.

2. MANUHIRI (Guests)

- Heather Rewiri (Deputy Principal)
- Anna Tierney (Parent)

The main points raised were

- Guests were welcomed to the meeting.

3. APPOINTING THE BOARD CHAIR

Motion 3: That Ewen Mackenzie-Bowie be appointed Chairperson until the expiry of the BOT three-year term in March 2010.

Moved: Joanne Okesene **Seconded:** Shelley Ruha **Carried:** unanimously

The main points raised were

- Ewen was the only nomination

4. MEETING PROCEDURES / BOARD ORGANISATION

a). Time frames

The main points raised were

- The Board will meet until 8pm and then and agree on how much longer to continue the meeting.

b). Committee Structures

The main points raised were

- Committees will remain with the following changes: Dan will replace Katerina on the Property committee. Shelley Ruha will be an alternate if required. Nerra will also go onto the Strategy committee.

c). Code of Conduct

The main points raised were

- Board members need to sign the copy in the back of the Minutes book.

d). Succession Planing

The main points raised were

- Katerina has resigned. A formal letter is still required.
- Ewen is to contact NZSTA to determine correct replacement process.
- By-election is the fairest method. The result of this election will help with succession planning and we will discuss this again after the results.

5. COMMITTEE REPORTS

a) Strategic Planning

The main points raised were

- Next meeting date TBA via email

b). Finance

- i) December (Draft) Accounts
- ii) Budget 2009

The main points raised were

- There are still some errors in the December accounts to be resolved.

- The only cost in budget that can be reduced is learning assistants (teacher aides) so we need school donations to come in.

Motion 5b: That the draft budget be adopted.

Moved: Shelley Ruha **Seconded :** Dan Salmon **Carried:** unanimously

c). Policy

Theft and Fraud Prevention

Motion 5c: That the draft Theft and Fraud prevention policy be adopted.

Moved: Tina Barclay **Seconded:** Shelley Ruha **Carried:** unanimously

d). Property

The main points raised were

- The Dental Clinic has been sold.
- The Board expressed their appreciation to Dan for his hard work on this task.

e). Personnel

no discussion

6. MONITORING

a). Strategic Goals

Nothing to be raised tonight.

b). Principal's Report

1. Student Achievement and Engagement (NAG1)

The main points raised were

- Numeracy data presented shows that children are achieving higher than national levels of achievement, but there is still progress to be made against the school's achievement goals.
- All achievement targets for 2009 will be confirmed at the next meeting,

2. Plans & Policies

The main points raised were

- Progress is being made in developing the strategic plan

3. Employment (NAG3)

Motion 6.b.3.1: That the board ratify the following permanent teacher appointments; Heather Rewiri, Chris Whaanga, Chance Taylor, Te Rauhi Brown, Jessica Williams.

Moved: Joanne Okesene **Seconded:** Dan Salmon **Carried:** unanimously

Motion 6.b.3.2: That the board ratify the following fixed-term appointments (or replacements, should they leave the school) to the end of the year:

Jaclyn Rewharewha – Learning Assistant, Te Whanau Whariki

Carole Couture-Brieu – Learning Assistant, L'Archipel

Moved: Shelley Ruha **Seconded:** Tina Barclay **Carried:** carried with one abstention: Dan Salmon

The main points raised were:

- This condition was negotiated as part of the teachers' appointment process and they are, or will be, funded through FRENZ or MLP
- In the eventuality that the Board is required to cease funding for all teacher aides across the school, the aforementioned positions in the motion above shall continue funding through MLP and FRENZ

Motion 6.b.3.3: That the board approve that Heather Rewiri deputises for the principal when the principal is out of school.

Moved: Dan Salmon **Seconded:** Ewen Mackenzie-Bowie **Carried:** unanimously

Motion 6.b.3.4: That the board approve Cathy Iele as the school's Privacy Officer.

Moved: Ewen Mackenzie-Bowie **Carried:** unanimously

Motion 6.b.3.5: That the board approve Heather Rewiri (DP) as a cheque signatory.

Moved: Nerra **Seconded:** Tina Barclay **Carried:** unanimously

4. Asset Management (NAG 4)

The main points raised were

- The 2009 budget was approved in Finance 5b

Motion 6.b.4.1: That the board confirms that it has no Contingent Liabilities as at 31.12.08

Moved: Shelley Ruha **Seconded:** Nerra Lealiifano **Carried:** unanimously

Motion 6.b.4.2: That the board passes the recommended resolution regarding the Useful Life of Assets.

Moved: Shelley Ruha **Seconded:** Joanne Okesene **Carried:** unanimously

Motion 6.b.4.3: That the board apply for funding from the Pacific Sports and Community Trust for the cost of the parent volunteers and bus transport to and from camp for the amount of \$10,000

Moved: Joanne Okesene **Seconded:** Dan Salmon **Carried:** unanimously

5. **School Climate and Environment (NAG 5)**

Motion 6.b.5.1: That the board approve the Safety Action Plan for the Year 5&6 camp

Moved: Nerra Lealiifano **Seconded:** Tina Barclay **Carried:** unanimously

Motion 6.b.5.2: That the board approve Stephanie, Heather and Nerra as the contact people for our security company

Moved: Dan Salmon **Seconded:** Joanne Okesene **Carried:** unanimously

6. **Compliance (NAG 6)**

Motion 6.b.6.1: That the board approve the teacher only days on the 2nd and 3rd July 2009

Moved: Dan Salmon **Seconded:** Ewen Mackenzie-Bowie **Carried:** unanimously

7. **Community Consultation and Reporting (NAG 3)**

The main points raised were

- Nil

7. **ADMINISTRATION**

- a) Correspondence In - attachment
- b) Correspondence Out – Nil

The main points raised were

- Letter not written to Karen yet
- Toby Curtis received the Urban Village book and card

8. **IDENTIFY AGENDA ITEMS FOR NEXT MEETING**

- Hall fundraising
- Heather – granting of speaking rights

9. **IN COMMITTEE**

No

7. **EVALUATION OF MEETING**

Comments on meeting procedures and outcome

The main points raised were

- Remind public that they have no speaking rights at the start of meetings

Meeting Closed: 8.30pm

Next meeting: 23rd March 2009, 6pm

| Action | Personnel | Due date |
|--|------------------|-----------------------|
| FRENZ donation – are they prepared to leave the donation at its original level of \$18,000 | Ewen | Next meeting |
| To chase up deposit for dental clinic and confirm removal date | Steph | Next meeting |
| Contact Ross Lamb re his offer to investigate Special Character Status | Steph | Next meeting |
| Sign Code of Conduct | All Trustees | Prior to next meeting |
| Contact NZSTA re BoT replacement and election process | Ewen | Next meeting |